

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the **ASSETS AND SERVICES COMMITTEE** MEETING in the **Town Hall, Saffron Walden**.

Date of meeting: Tuesday 27 May 2025 at 7.30pm

Present: Councillors Ahmed, Asker, Curtis, Freeman, Jones, Porch and Reeve

Officers: Town Clerk and Operations Manager

A&S 044-25	In the absence of the former Committee Chair (no longer a committee member), the current Deputy Chair, Cllr Curtis opened the meeting.
A&S 045-25	Election of Committee Chair Cllr Reeve proposed Cllr Porch as Committee Chair for 2025/26, this was seconded by Cllr Freeman. It was Resolved: Unanimously to appoint Cllr Porch as Committee Chair for 2025/26 - Cllr Porch continued to Chair this meeting.
A&S 046-25	Election of Deputy Committee Chair Cllr Reeve proposed Cllr Asker, as Committee Chair for 2025/26, this was seconded by Cllr Ahmed. It was Resolved: Unanimously to appoint Cllr Asker as Deputy Committee Chair for 2025/26.
A&S 047-25	Apologies for absence Apologies were received and accepted from Cllrs Abercrombie and Shotropa.
A&S 048-25	Declarations of Interest Cllrs Ahmed, Asker, Freeman and Reeve declared non-pecuniary interests as District Councillors for Uttlesford District Council
A&S 049-25	Minutes of the last meeting of the Assets & Services Committee 28.04.2025 The minutes of the 28.04.2025 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A&S 050-25	Public Speaking Time There were no questions or matters arising from the public

A&S 051-25	Sub-Committees / Working Groups (WG) Committee considered the retention/establishment of any sub-Committee and/or Working Group under the remit/responsibility of this Committee, further considering membership and Terms of Reference for any WGs or sub-committees. It was Resolved to make the following recommendation to the June Full Council meeting: (a) Climate Change & Environment Working Group (CC&E WG) (i) To recommend retention of existing membership and terms of reference with no changes. The following matters were briefly discussed, noting these would be progressed as appropriate through the CC&E WG: (ii) Special roadside verges appear to be poorly maintained with volunteer groups unable to conduct works as the insurance costs are too high. District Councillors are liaising with UDC officers seeking their support in ensuring Essex County Council conducts works sufficiently. (iii) UDC has established 'Sustainable Uttlesford CIC', a body to continue with local climate initiatives. (iv) SWTC has recently received grant funding for installing solar panels at the Crabtrees and improved heating and ventilation systems at Bridge End Garden greenhouses (b) The Strategic POS S106 Monies Group (skate/splash park) (v) Unanimously to amend the terms of reference as follows: 1. Removal of the Splash Park from the Terms of Reference and to no longer progress works. This was due to the need to ensure financial sustainability on a long-term basis, noting water and maintenance costs are increasing. 2. The Terms of Reference and S106 spend should focus on delivery of enhancements at the Skate Park (concession unit, toilets & the like). 3. To retain the existing membership with the additions of Cllr Asker and proposed Cllr McBirnie. 4. To allow remote meetings as a working group. 5. It was further resolved that the Committee Chair would lead in progressing S106 matters generally.
A&S 052-25	Compliments Committee received and noted the complimentary email from a member of the public who recently got married at the Town Hall, with a reception at Bridge End Gardens. Committee further thanked the staff involved acknowledging hirings have a positive impact on income generation.

A&S 053-25	VE Day Report Committee noted the written report detailing the activities and events taken place to commemorate VE Day 80 th Anniversary. Committee thanked staff for their efforts, acknowledging organisation was delayed due to not being informed of a grant application outcome until a few weeks prior to the event.
A&S 054-25	Urgent Information Items - There were no matters arising
A & S 055-25	Date and time of Next Meeting Noted and agreed as being Monday 23 June 2025 at 7.30pm in the Town Hall, Saffron Walden.

The Chairman closed the meeting at 8.55pm